

PERSONNEL PROCUREMENT

WALTER REED ARMY INSTITUTE OF NURSING PROGRAM

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1. Purpose. This regulation prescribes the general policy, eligibility requirements, application procedure, and appointment criteria for the Walter Reed Army Institute of Nursing Program which is designed to procure officers for active duty as members of the Army Nurse Corps and to furnish education and training in connection therewith.

2. Statutory authority. The statutory authority for the appointment of commissioned officers in the Army Reserve and Army of the United States for service in the Army Nurse Corps under this regulation is title 10, United States Code, sections 3357, 3444, and 3447.

3. Responsibility. See AR 601-132.

4. General. *a.* Each year a number of female and male applicants who are qualified as indicated herein will be selected for participation in this program. Participants will be enlisted in grade E-3 or such higher grade as may be authorized under current regulations. No further enlisted promotion will be authorized during participation in this program.

b. Selected applicants will be concurrently ordered to active duty and assigned to designated student detachments. Their initial assignment of station will be at those colleges and universities where they have been accepted for enrollment. They will be required to complete 2 years of study in curricula which will include the courses re-

quired for this program as prescribed by the Director, Walter Reed Army Institute of Nursing.

c. Following the satisfactory completion of these courses, participants will be transferred from the colleges or universities of their enrollment to the Walter Reed Army Institute of Nursing, Walter Reed Army Medical Center, Washington, D.C., 20012, as directed by The Surgeon General (par. 12).

d. Appointment will be tendered in the grade of second lieutenant for assignment to the Army Nurse Corps upon completion of the program.

e. Statutory or contractual obligations are defined in AR 135-90.

5. Eligibility. Applicants for participation in this program must—

a. Not have reached their 24th birthday on date of enlistment. In exceptional cases waiver for over-age may be granted by The Surgeon General provided applicant's age on date of appointment will be less than 28 years. The written consent of the parents or legal guardian is required for men under 18 and women under 21 years of age. See AR 601-210.

b. Meet the eligibility requirements for enlistment under the provisions of AR 140-111 for USAR, or AR 601-210 for Regular Army, except as indicated herein.

c. Meet the eligibility requirements for appointment in the United States Army Reserve or Army

of the United States for assignment to the Army Nurse Corps as specified in section I, AR 601-139, except the educational and professional requirements contained in paragraph 10, and the provisions of paragraph 6, AR 601-139, specifying the age limitations.

d. Meet the medical fitness requirements prescribed for appointment in the Regular Army. (See ch. 2, AR 40-501.) Review of report of medical examination and determination of medical fitness will be accomplished by The Surgeon General.

e. Complete an approved college entrance examination which will be taken at no expense to the Government. The College Entrance Examination Board and the American College Test are approved examinations. Applicants will arrange to have the results of this examination furnished to The Surgeon General, ATTN: MEDPT-MP, Department of the Army, Washington, D.C., 20315.

f. Be a citizen of the United States.

g. Be in sufficient command of the English language to understand and write technical information pertinent to the specialty. A statement will be entered in item 73, Standard Form 88 (Report of Medical Examination), concerning applicants at the time they are given a medical examination.

6. Application. a. Letter of application with required inclosures for entry into this program will be forwarded direct to The Surgeon General, ATTN: MEDPT-MP. The words "Walter Reed Army Institute of Nursing Program" will be written in the upper right corner on the face of each sheet.

b. Application will be forwarded at the earliest practicable date, but normally not later than 120 days prior to the first day of the period of initial registration at the college or university where the applicant has been accepted for enrollment.

c. The application will include the following forms and allied documents:

- (1) DD Form 4 (Enlistment Record—Armed Forces of the United States), in duplicate. Applicants who are currently enlisted in the USAR and/or currently serving in the Regular Army may submit two true copies of DD Form 4.

(a) Items 7 and 8 and 38 through 42 will not be completed until final selection has been made and enlistment is actually being accomplished.

(b) Applicants who are currently enlisted in the USAR and/or who are currently serving on active duty in an enlisted status, will submit a signed agreement as follows:

I hereby apply for and agree to accept order to active duty for 4 years with station at (or if currently serving on active duty, I agree to accept reassignment to) the college or university where I have been accepted for enrollment for the purpose of participating in the Walter Reed Army Institute of Nursing Program. Reenlistment requirement and/or period of active service will be as required. I further agree that at least 4 months prior to the completion of this program I will apply for appointment as a second lieutenant in the Army Nurse Corps and if tendered I will accept such an appointment and serve on active duty for a period of 3 years after completion of my program. I further agree that after I complete the program I will apply for and take a State board licensure examination. I understand that this examination will be taken at no expense to the Government:

(c) All other applicants will attach to the DD Form 4 a signed agreement as follows:

I hereby apply for and agree to accept enlistment for 4 years in the USAR if tendered with concurrent order to active duty with initial station at the college or university where I have been accepted for enrollment for the purpose of participating in the Walter Reed Army Institute of Nursing Program. I further agree that at least 4 months prior to my completion of this Program, I will apply for appointment as a second lieutenant in the Army Nurse Corps, and if tendered I will accept such an appointment and serve on active duty for a period of 3 years after completion of my program. I further agree that after I complete the program I will apply for and take a State board licensure examination. I understand that this examination will be taken at no expense to the Government.

- (2) Standard Form 88 (Report of Medical Examination), in duplicate, and Stand-

ard Form 89 (Report of Medical History), in duplicate, and reports of consultations, in duplicate, if indicated. Such medical examinations will be of the scope prescribed in paragraph 2b, AR 40-500, and will be accomplished only at U.S. Armed Forces medical treatment facilities. (If applicant is foreign born and mother tongue is not English, see par. 5g.)

- (3) DD Form 98 (Armed Forces Security Questionnaire), in duplicate, properly witnessed.
- (4) DD Form 373 (Consent, Declaration of Parent or Legal Guardian for the Enlistment of a Minor in the U.S. Armed Forces), in duplicate.
- (5) Birth certificate or DD Form 372 (Application for Verification of Birth for Official U.S. Armed Forces Only), when applicant is less than 21 years of age. See AR 601-210.
- (6) Transcript of high school credits together with 1 letter of recommendation signed by the high school principal or his designated representative.
- (7) Photostat or true copy of DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge), if applicable.
- (8) A recent 3x5 inch photograph, head and shoulders type.
- (9) A statement of acceptance for enrollment in an approved and regionally accredited 4-year college or university offering a curriculum leading to a Bachelor of Science degree which includes courses of study required for this program.
- (10) An autobiography of the applicant.

d. The applicant will arrange to have the results of the college entrance examination forwarded to the Office of The Surgeon General as indicated in paragraph 5e.

7. Selection. a. Final selection will be made on the basis of high school scholastic standing, results of the college entrance examination, letters of recommendation, medical fitness, and other related factors, as determined by a board of officers, appointed by The Surgeon General. Final selections made by the board will be those considered

to be the best qualified among all the applicants considered. Each applicant will be notified in writing (registered mail, return receipt requested) by The Surgeon General of selection as principal or alternate or of nonselection.

b. Principals and alternates will advise The Surgeon General, ATTN: MEDPT-SP, of their acceptance or nonacceptance within 5 days of receipt of notification. Alternates will be utilized to fill vacancies occurring because of the disqualification or withdrawal of principal selectees.

8. Obligation. Each participant completing this program will be obligated to—

a. Accept an appointment in the USAR or Army of the United States as a second lieutenant, Army Nurse Corps, and

b. Serve on active duty under the appointment for a period of 3 years after completion of the program.

9. Enlistment procedure. a. Applicants selected for this program who are not members of the Armed Forces will be enlisted in the USAR under current regulations for a term of not less than 4 years in the grade of E-3 or such higher grade as may be authorized under current regulations.

b. Enlisted members of the Regular Army, with less than 4 years remaining in current enlistment, who are selected for participation in this program will have their current enlistment extended to permit 4 years of service following their selection or will be discharged by the immediate commanding officer under the authority of AR 635-205 and will be reenlisted in the Regular Army in current grade held, or grade E-2, whichever is higher, for a period of 4 years.

c. Eligible enlisted applicants in a Reserve Component selected for this program will be ordered to active duty in current grade held, or grade E-3, whichever is higher, for a period of 4 years. If such applicants have insufficient time remaining in current enlistment, they will be reenlisted in the USAR for a period of 4 years and concurrently ordered to active duty for 4 years. See AR 135-210.

d. Inducted personnel may apply for participation in this program after they have completed 1 year of active military service. Upon selection such members will be discharged under the provisions of AR 635-205, and will be reenlisted

in the USAR in current grade held or grade E-3, whichever is higher, for a period of 4 years and concurrently ordered to active duty for 4 years.

10. Processing. *a.* Initial enlistment of selected applicants who have advised The Surgeon General of their acceptance, to include those alternates who have been notified by The Surgeon General of their selection to replace such principal selected personnel who have since become disqualified or have withdrawn, as outlined in paragraph 7b will be accomplished as provided in appropriate regulations (see AR 140-111 and AR 601-210) and as modified below.

b. Army personnel on active duty who are selected for participation in this program will be processed as directed by Headquarters, Department of the Army in letter of notification to the member's immediate commander.

c. If applicable, waiver of medical requirements granted by Headquarters, Department of the Army will be recorded on all copies of DD Form 4 and Standard Form 88 as follows:

Paragraph 10c, AR 601-235 applies. Waiver of (identify medical impairment) granted on (date) by Headquarters, Department of the Army (DA File Reference Number).

d. At the time of enlistment and during orientation, applicants will be counseled regarding obligation for service, enlisted grade, pay and allowance for active duty, service creditable for pay purposes, medical care, policies and procedures, retirement benefits, leave and pass policies and regulations, and other benefits and obligations.

e. Participants will be entitled to receive pay and allowances of their grades on active duty.

f. No initial or replacement issue of uniforms will be made to participants during the enlisted phase of training under this program except the appropriate white hospital uniform.

g. DD Form 2A (Identification Card, Active Duty) will be issued to participants in this program.

h. After appointment and entry on active duty in the Army Nurse Corps, participants in this program will be entitled to initial uniform allowance under the provisions of chapter 6, AR 37-104.

i. The oath of enlistment may be accomplished at a United States Army Recruiting Main Station or when more advantageous to the Government, at any other military installation.

11. Administration while assigned to a student detachment. *a.* The commanding officer of the student detachment designated by the commanding general of the Army headquarters in which the school is located, or USARHAW, whichever is applicable, will be responsible for the administration of students during the first 2 years of participation in this program, including the preparation of required records incident thereto. See AR 350-200.

b. In the event participants are married during their participation in this program, they will immediately so notify their commanding officer who in turn will notify The Surgeon General, ATTN: MEDPT-SP.

c. A participant medically diagnosed to be pregnant will be separated in accordance with AR 635-210 by the commander responsible for the maintenance of their personnel records. The Surgeon General, ATTN: MEDPT-SP, will be advised of final action by letter.

d. Participants who fail to qualify as potential officers during the period of training under this program by reason of failure to achieve required academic standards, inability to qualify for nurse registration, or who otherwise fail to meet required standards as determined by The Surgeon General, will be separated as applicable. See AR 635-205 and AR 135-173.

(1) Recommendations for separation or discharge under the provisions of AR 635-205 will be forwarded to The Adjutant General, ATTN: AGPO-XD, Department of the Army, Washington, D.C., 20315.

(2) Male participants who fail to qualify during the period of training under this program are required to fulfill their statutory military obligation in accordance with AR 135-90.

e. Participants enrolled in college or university programs where the required curriculum is not continued during the summer will normally continue their education in other appropriate subjects approved by The Surgeon General at the same school during these periods. Prior to registration participants will be counseled regarding the selection of suitable courses to meet their needs. In instances where summer courses are not offered in the educational institution where the student is

enrolled, students may enroll in other colleges or universities during the summer session at no additional expense to the government other than schooling costs prescribed in *k*(1) below. Participants will notify the commanding officer of the designated student detachment who in turn will notify The Surgeon General, ATTN: MEDPT-SP, of the name of the college or university, course titles, tuition fees, and inclusive dates of registration for the summer sessions. This notification should reach these offices not later than 30 days prior to commencement of the summer sessions. Participants may request leave in lieu of attending summer sessions (*par. g*). However, it will be the individual responsibility of each participant to register for and to complete all required subjects during the first 2 years of training prior to transfer to Walter Reed Army Medical Center.

f. Administrative absence from the vicinity of the school is hereby authorized, without further application by participants for such activities as attendance at conferences and lectures in connection with studies, when absence of students from schooling for such purposes is authorized by the school concerned. Intervals of school dismissal, other than summer vacation periods, during which students responsibility for study and research assignments continues, are not chargeable as leave.

g. Elections to take leave or pass during periods of dismissal, summer vacation, or at any other time require approval of the appropriate commander, as provided in AR 630-5. Participants may be granted ordinary leave in the amount accrued at time of request plus any leave accrued during the ordinary leave granted at that time. In the alternative, or upon completion of ordinary leave, participants will be placed on excess leave without pay status. See AR 630-5.

h. Prior to transfer to Walter Reed Army Medical Center, when participants are granted leave of absence for any reason other than normal school vacation or dismissal periods, the commanding officer, student detachment, will notify The Surgeon General, ATTN: MEDPT-SP, of the inclusive dates of absence.

i. The following will apply:

- (1) Schooling costs will be authorized for full terms only.

- (2) Payment of schooling costs will be authorized for terms beyond normally specified lengths of schooling if such extensions are due to reasons other than academic failure (e.g., illness).
- (3) If at any time a participant's pursuit of this program is interrupted through no fault of his own (e.g., due to illness, courses are missed that are offered only once during the school year), excess leave without pay will be granted as outlined in *g* above, until pursuit of the program can be renewed.
- (4) Normally only one group of participants will be accepted at the Walter Reed Army Institute of Nursing annually. In instances when a participant's schooling has been authorized beyond the normally specified length of schooling, an interim period may exist subsequent to the time the student completes all required courses and the next starting date at the Walter Reed Army Institute of Nursing. During this interim period, students will be granted leave as outlined in *g* above.
- (5) Commanders are encouraged to request instructions directly from The Surgeon General, ATTN: MEDPT-SP, when guidance on approving participants requests for leave, extensions of schooling, or other administrative matters appear to be lacking in this regulation.

j. If at any time a participant's pursuit of this program is interrupted and separation is not effected, excess leave without pay may be granted. When an extension of the participant's program would cause his/her period of enlistment to expire before completion of the program the participant will be extended or discharged and reenlisted for a term of years sufficient to permit completion of the program.

k. Prior to transfer to Walter Reed Army Medical Center—

- (1) Schooling costs will be defrayed by the Department of the Army as provided herein. The cost of a particular program is defined as the inherent expense incident thereto, such as tuition fees. This cost also includes textbooks and expendable supplies. See AR 350-200.

- (2) Payment of tuition and fees and reimbursements for expenses will be authorized by The Surgeon General for terms beyond normally specified lengths of schooling if such extensions are due to reasons other than failure to meet academic standards (e.g., illnesses), resulting in authorized leave of absence from the educational institution.

12. Administration while assigned to Walter Reed Army Institute of Nursing. *a.* Upon transfer to the Walter Reed Army Institute of Nursing (par. 4c) participants will enter upon a program of nursing duties at Walter Reed Army Medical Center and other appropriate Army medical facilities. The Director of the Walter Reed Army Institute of Nursing will establish a program which will include supervised practical clinical experience, on-the-job training, and advanced nursing subjects. The major portion of the program will be devoted to practical clinical experience and on-the-job training.

b. The Director of the Walter Reed Army Institute of Nursing will insure that the standards of this program are equivalent to those established by institutions of higher learning for the award of a baccalaureate degree in nursing.

c. While assigned to the Walter Reed Army Institute of Nursing, eligible participants will matriculate, at their own expense, at a selected university, for the purpose of obtaining a Baccalaureate degree in Nursing. Participants who so matriculate and whose achievements in the program meet the standards of the selected university will be awarded a Bachelor of Science degree in Nursing upon completion of the program.

13. Application for appointment. *a.* The Commanding General, Walter Reed Army Medical Center, will be responsible for completion of the application for appointment in the Army Nurse Corps, USAR, or Army of the United States, for participants in this program. See AR 601-139.

[MEDPT]

b. Participants will submit applications for appointment with concurrent active duty under the provisions of AR 601-139, not less than 4 months prior to completion of the program.

c. Applications for appointment will be forwarded by the Commanding General, Walter Reed Army Medical Center, direct to The Surgeon General, ATTN: MEDPT-MP, for determination of professional and medical qualifications for appointment. Appointment will be tendered in the grade of second lieutenant for assignment to the Army Nurse Corps upon completion of the program. Personnel determined to be qualified for appointment will be separated from enlisted status by the Commanding General, Walter Reed Army Medical Center, the day preceding acceptance of appointment as an officer. The commander will be responsible for the necessary processing and orientation including preparation of required records incident thereto. Upon completion of the program, each participant will apply for and take a State board licensure examination. This examination will be taken at no expense to the Government. Each officer will submit, through the Commanding General, Walter Reed Army Medical Center, to The Surgeon General, ATTN: MEDPT-MP, at the earliest possible date, a photostat of official notification of the results of State licensure examination.

14. Administrative waiver for medical requirements. A participant who received a waiver for medical impairments to enlist will be appointed on the basis of the prior waiver at the time the participant becomes eligible, provided there has been no change in the condition for which the waiver was granted. This information will be indicated on DA Form 61 (Application for Appointment), Standard Form 88, and initial orders for appointment and call to active duty, as follows:

Paragraph 10c, AR 601-235 applied. Waiver of (Identify medical impairment) granted on (date), by Headquarters, Department of the Army (DA File Reference Number).

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
*Major General, United States Army,
The Adjutant General.*

EARLE G. WHEELER,
*General, United States Army,
Chief of Staff.*

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